



**EMPLOYMENT OPPORTUNITY**  
**Non-Perm Administrative Regulations Analyst 4**  
**\$4192.00 – \$5498.00 Range: 60**

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Recruitment: 1526-11      Opens: August 31, 2011      Closes: September 14, 2011

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***The salary range listed above reflects a 3% salary reduction for state employees over the 2011-13 biennium, which was passed by the Legislature effective July 1, 2011 through June 29, 2013.***

This recruitment is to fill a fulltime non-permanent position located in the Enforcement Program. The duty station is Natural Resource Building, Olympia.

### **THE DEPARTMENT**

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources.

### **JOB SUMMARY**

Analyzes proposed and existing departmental Washington Administrative Codes (WACs) and Revised Codes of Washington (RCWs) for compliance with legal standards and the Department's mission for protecting, restoring, and enhancing fish and wildlife and their habitats while maximizing sustainable fish and wildlife-related recreational and commercial opportunities for Washington's residents. In consultation with the Attorney General's Office, provides expert consultation and written opinion on legal issues to WDFW's commissioned Enforcement officers and other program staff. Develops departmental standards for inter-program rule-making collaboration, and offers consultative and technical rule-making services to program leads and their staff. Develops and maintains an agency-wide database of rule-making projects. Serves as Enforcement's secondary resource for developing and interpreting legislation. Assists in the prosecution of fish and wildlife crime.

- Leads agency staff in overhauling its WACs.
- Reviews and approves proposed new rules and rule amendments to ensure conformance with federal and state laws and regulations.
- Proposes and drafts Enforcement legislation. Analyzes the Code of Federal Regulations, other state WACs, and legislation with Enforcement and agency wide impacts.
- Prepares written bill analyses and fiscal notes, and recommends support or opposition of bills.
- Assists legislative and Attorney General staff with bill inquiries and issues.
- Assists the Attorney General's Office in training commissioned Enforcement staff on existence, interpretation, and effect of new legislation, WACs, and case law.
- Assists County Prosecutors with fish and wildlife case prosecutions when agreed to by the County and WDFW.

**WORKING CONDITIONS**

The position is located in the Enforcement Program in the Natural Resources Building, Olympia, Washington. Duties are performed in an office setting. Varying degrees of activity occur in the common areas during working hours; incumbent must be able to work amid distraction. Working hours are typically 8am to 5pm Monday-Friday. Some extra hours may be necessary during the legislative term or if a deadline requires it.

**COMPETENCIES AND QUALIFICATIONS**

Well qualified applicants will demonstrate competencies in the following areas:

1. Communicate effectively through proper listening and clear and concise writing/speaking skills.
2. Manage meetings effectively, deliver oral presentations, and adapt communication to a diverse audience.
3. Oversee projects and ensure that quality and quantity standards are met, while identifying and meeting customer needs.
4. Interact with the external environment, such as the legislature and the public.
5. Plan and organize priorities.

**Desired Qualifications:** A juris doctorate degree, or a master's degree involving major study in law enforcement, public policy, business administration, journalism, communications, writing, English, or a closely allied field, and one year of professional, supervisory, or consultative experience writing or evaluating for compliance with departmental standards and legal requirements. A member of the Washington State Bar Association.

OR

A bachelor's degree involving major study in law enforcement, public policy, business administration, journalism, communications, writing, English, or closely allied field, and three years of professional, supervisory, or consultative experience writing or evaluating for compliance with departmental standards and legal requirements.

Additional qualifying experience may be substituted, year for year, for education.

**How to Apply:**

To apply, go to our homepage and download the state application at <http://wdfw.wa.gov/employment>. Fill out the state application thoroughly, listing all relevant employment and explaining the duties performed. The information you provide on this application will be used to determine whether you meet the qualifications for the position.

In addition to the state application, also submit on a separate document a description of how you meet each one of the key competencies (1-5) above. Provide a response for each competency separately. Describe your work experience, completed training, and other accomplishments that demonstrate that you have the competency. Indicate with whom you worked, issues involved, and your role in the process. Specify job titles, employers, and schools attended. If you have no training or experience relative to a particular competency, just write "NA" for that competency.

Send these materials to [wdfwjobs@dfw.wa.gov](mailto:wdfwjobs@dfw.wa.gov). If you have questions about this recruitment, you may contact Sarah Nelson, Human Resource Consultant at 360 902-2624.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (800) 833-6388.